



Corps de la Paix Américain  
Almadies Lot N/1 TF23231  
B.P. 2534  
Dakar R.P. (Sénégal)

## POSITION ANNOUNCEMENT: MEDICAL ASSISTANT

**OPENING DATE:** January 7, 2022  
**CLOSING DATE:** January 28, 2022  
**POSITION STATUS:** Full time (40 hours/week)/local hire  
**LOCATION:** Dakar, Senegal  
**COMPENSATION RANGE:** Gross salary + benefits: 18,079,202 CFA to 27,831,266 / annum

The position is based at the Peace Corps Office in Dakar, Senegal. The Medical Assistant (MA) works under the guidance of Peace Corps Medical Officers (PCMOs) and reports to the Country Director (CD) for administrative issues (unless CD authorizes PCMO supervision). The MA will be responsible for providing administrative support and, to the extent credentialed, clinical support, including but not limited to: working as the health unit receptionist, actively assisting the PCMOs in clinical care, screening phone calls, taking messages, coordinating requests, scheduling medical appointments, distributing medicine to Peace Corps Volunteers (PCVs) under PCMO oversight, and other clerical and administrative functions in support of the PCMOs. Ability to maintain confidential information is critical to this position. The MA is authorized to operate PC vehicles to perform work within the scope of outlined duties and act as an Occasional Money Holder (OMH).

The full statement of work and required forms for submission (TG 110 Attach B - MA Privileging Form and TG 110 Attach C - MA Skills Checklist) are available on the Peace Corps Senegal website via the following link:  
<https://www.peacecorps.gov/senegal/contracts/>

### **Qualifications required for effective performance:**

- **Education:** Successful completion of a nursing school (technical/university degree), general medical school, or medical assistant program, and valid registered clinical license/diploma **or** applicable knowledge and experience obtained through on-the-job training under the direct guidance of a provider (supporting documentation must be submitted).
- **Work experience:** At least three years of progressively responsible related experience with knowledge of administrative medical duties related to health services. At least three years of experience in an office setting or similar environment.
- Basic knowledge of administration of health units/facilities, including procurement of medical supplies and inventory control.
- **Languages skills:** English Level IV. French Level V. Candidates will be tested. Local languages not required but a plus.
- **Computer skills:** Solid knowledge of MS Office and its various applications (Outlook, Word, Excel, etc.) is required. Candidates will be tested.
- **Other required qualifications:**
  - Demonstrated knowledge of Senegal and regions outside of Dakar.
  - Demonstrated knowledge of Senegal health care environment including public and private health care providers
  - Act as a Backup for the Medical Secretary and Sub-Cashier when requested
  - Support the monthly medical inventory with timely submission of documentation and disposal of expired meds
- **Attitude and Personal Attributes:**
  - Proactive and solutions-oriented
  - Excellent organizational skills
  - Solid knowledge of systems and processes
  - Excellent Team player – ability to work within and across teams effectively
  - Ability to learn and adapt very quickly
  - Discretion – Medical confidentiality
  - Demonstrated efficacy in handling different requests e.g. Medical or Administrative
  - Demonstrated willingness to engage in both intellectual and manual endeavors
  - Ability to work as part of the medical emergency team after office hours and on weekends.

Interested applicants will note that this position is not for medical doctors. Applicants will need to pass a full background and security check and show proof of residency and ability to work in Senegal.



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**Application procedure:**

**If you have applied previously, there is no need to submit another application.** Qualified applicants are required to submit the following:

- 1- Cover letter and resume in English
- 2- TG 110 Attach B - MA Privileging Form
- 3- TG 110 Attach C - MA Skills Checklist
- 4- Three professional references
- 5- A copy of national ID or passport
- 6- Certified copies of degrees

All applications should be submitted **electronically** to [SN-HR@peacecorps.gov](mailto:SN-HR@peacecorps.gov) with “**Medical Assistant**” in the subject line no later than **11:59pm on January 28, 2022.**

*Peace Corps Senegal does not accept documents saved on any cloud format including Google. The file size should not exceed 8MB.*

*Incomplete and/or late applications will not be entertained, nor applications not submitted in English. **NO PHONE CALLS or EMAILS. Only shortlisted candidates will be contacted for an interview.***

*Peace Corps does not discriminate against an applicant because of that person's race, color, religion, sex, national origin, age, disability, or genetic information.*